

~~CONFIDENTIAL~~

140054  
24 June 1954

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**MEMORANDUM FOR THE RECORD**

**SUBJECT:** Meeting with Mr. Weatherwax of GSA [redacted]

1. A meeting was held with Mr. Weatherwax of GSA concerning the billing of GSA guard service on Wednesday, 9 June 1954 at 2:00 p.m.

2. The procedure of establishing rates was described. Financing of the guarding service is handled through a PBS revolving fund. This fund bills all agencies who are responsible for reimbursing the fund for guard service. This includes, in addition to CIA, such agencies as AEC and the Department of Defense on special security guards and GSA on normal guarding. All charges involved in the guard force including supervision is charged to the revolving fund. Based upon the estimated hours of applied guard duty and the related total estimated costs, an hourly rate is then established for charging purposes. In other words, this rate is based upon the estimate as to the amount for each hour of applied guard service which will be required in order to assure the solvency of the revolving fund. It was stated that no distinction was made as to the grade of guards but that on security guard posts selective assignments are made and only Grade 5 guards are assigned such posts.

3. Some question has been made as to whether the Agency was being "double charged" by being charged on the basis of guard positions required to give full coverage on a guard post. For example, it takes approximately 4.8h guard positions to provide full seven-day 24 hour coverage on one guard post. This estimate includes allowances for annual leave, sick leave, relief guards and other similar items. Although this is a standard used by GSA in estimating guard requirements, actual billings are based upon time reports as to services rendered on guard stations which are approved by the supervisor. These reports are key punched on IBM equipment or tabulated as to hours of work performed at the close of the month and the estimated unit cost of actual guard service is computed on the basis of actual hours guard service furnished.

4. The only exception to the above statement concerning the billing is supervision, for in certain places this Agency has requested, according to Mr. Weatherwax, additional supervisory service. The only place mentioned in this connection was the [redacted] Warehouse. It is understood that, because of the character of the problem if any supervision were to be available during certain periods, excess supervision would have to be required. i.e., Normal supervision provides for one sergeant for 15 guard positions; at [redacted] it is understood that one sergeant is required for 5 guard positions. It was stated, however, that in such instances the sergeant is required to provide regular guard duty in addition to the regular supervisory function. In these cases where

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